

**Water/Wastewater Commissioners’
Meeting Minutes
February 3, 2015**

Present: Dale A. White, Vice-Chairman
Robert E. Courage, Member
David Boucher, Director
Evelyn Gendron
Absent: Michael Putnam, Chairman

Call to Order

Vice-Chairman White called the meeting to order at 6:14 p.m.

Decisions/Approvals

Approval of Meeting Minutes – Commissioner Courage made the motion to approve the minutes of the January 20, 2015 meeting. Vice-Chairman White seconded the motion. All voted in favor.

Water Users Fee/Tax Collector’s Warrant – The Commissioners signed the Tax Collector’s Warrant for collection of taxes in the matter of water users fees for the January 2015 Bill Commitment 150130 and for the January 2015 Final Bills issued.

Sewer Users Fee/Tax Collector’s Warrant – The Commissioners signed the Tax Collector’s Warrant for collection of taxes in the matter of sewer users fees for the January 2015 Bill Commitment 150130 and for the January 2015 Final Bills issued.

Discussion/Information Items

West Elm Street Water Main Extension Project – Update – Director Boucher reported that the NH Department of Transportation requested he send correspondence to five or six additional West Elm Street business owners regarding relocation of business signs currently in the state’s right-of-way. He will verify which businesses need to be contacted. Vice-Chairman White and Commissioner Courage commented on the welcomed questions and comments received from knowledgeable residents during the January 31, 2014 Deliberative Session. They briefly mentioned warrant article majority reports insofar as the Town acknowledging the obligation of a tax impact for financed, bonded projects.

Milford/Wilton Inter-Municipal Agreement – Update – Director Boucher distributed a copy of the January 22, 2015 correspondence to the Office of the Attorney General referencing enclosure of the unsigned final draft of the Inter-Municipal Agreement between the towns of Milford and Wilton. He reported that the EPA indicated they had reviewed an original inter-municipal agreement when Milford’s industrial pretreatment program initially went into effect, and reviewing this updated version is unnecessary. Mr. Boucher said he received an email from the NH DES indicating their approval of the agreement. He is awaiting a response from Mr. Chris Asselin of the Attorney General’s office pending document review completion. Signatures of the Wilton Sewer Commissioners and Milford Water and Sewer Commissioners can be applied during a joint meeting in March when Wilton’s full

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board may attend. Mr. Boucher will forward 2015 Water Utilities Department budget details pertinent to Capital Improvement Projects to the Wilton Sewer Commissioners.

Prospect Tank Proposal – Stantec Consulting – Update – Mr. Boucher explained he had received an email from Mr. Rene LaBranche, Stantec Consulting, that the project design work is underway. Milford's Community Development GIS mapping will be utilized to develop the demolition base plan and bid specifications. Mr. Boucher said he expects to receive a draft plan by Friday, February 20th, and expects to advertise for bids by March 2nd. The commissioners asked about required permit approvals. Mr. Boucher will contact Mr. Dana McAllister, Community Development. May 2015 is the planned start of this project. Mr. Boucher will find out from Mr. LaBranche whether all the entire tank base will be removed or just two feet below grade (the anticipated option). Radio reads will be removed and SCADA reconfigurations will be performed. In Chairman Putnam's absence, Commissioner Courage offered to contact Mr. Bill Parker, Director of Community Development, to discuss planned land developments in the vicinity of Prospect Tank.

Dram Cup Water Storage Tank Rehab Project – Update – Mr. Boucher explained the project progress. The commissioners inquired of the project timeline. Mr. Boucher expects the tank to be returned online by the end of this week. The NH DES has approved the first contractor payment, which should be mailed on Monday.

2015 Director Goals – Mr. Boucher distributed the list of completed 2014 objectives. The 2015 Director Goals will be submitted during the next commissioners' meeting.

Activities Report – Reviewed by the commissioners. Vice-Chairman White commented favorably on the extent of the snow removal operations performed by the Water Utilities Department staff. He announced he would not be able to attend the March 17, 2014 commissioners meeting.

Financial Reports – Director Boucher distributed the 2014 Indirect Cost Allocation to Water & Sewer Activities report and addressed the commissioners' inquiries.

Miscellaneous Water Utilities Department Project Updates – Director Boucher said he will meet with Mr. Dave Mercier, Underwood Engineers, regarding the team of engineers being assembled to address plans for the ultra-violet disinfection system, the HVAC and the sludge scum pit. A meeting at the Water Utilities Department will be held the week of February 9th. Mr. Boucher reiterated that some parts for Milford's current ultra-violet system will cease to be available and/or supported by the manufacturer during 2015, and that the goal is to avoid NPDES permit violation due to interruption of the U.V. system operations. In addition to planning for the UV system replacement, Director Boucher will investigate emergency funding provisions, if needed, and NPDES permit violation fines that could potentially be imposed. Director Boucher said that Ms. Gloria Andrews, NH DES, informed him that the review of Underwood Engineers' comprehensive facility plan should be completed by February 20th.

Non--Public Session

Vice-Chairman White made the motion to enter into non-public session at 6:50 p.m. for the purpose of discussing land, per RSA 91-A:3,II(d). Commissioner Courage seconded the motion. All voted in favor. At 7:13 p.m. Vice-Chairman White made the motion to exit the non-public session and return to the public session. Commissioner Courage seconded the motion. All were in favor.

Future Appointments/Meetings:

The next Commissioners' meeting will be Tuesday, February 17, 2015 at the Water Utilities Department, 564 Nashua Street.

Adjournment:

Vice-Chairman White moved to adjourn at 7:14 p.m. Commissioner Courage seconded. All were in favor.

Dale A. White, Vice-Chairman

Date

Robert E. Courage, Commissioner

Date